

**PATENT APPLICATION**

**MAIL HANDLING EQUIPMENT AND METHODS**

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## **MAIL HANDLING EQUIPMENT AND METHODS**

### **BACKGROUND OF THE INVENTION**

5     **[01]**       This invention relates generally to the field of mail processing, and in particular to the processing of mail relating to financial institutions. More specifically, the invention relates to the organization of pages containing financial information, including any attached financial cards, along with any inserts so that they may be placed into an envelope for mailing to a recipient.

10    **[02]**       Credit cards play an important role in today's economy. To receive a credit card, a person typically fills out an application which is processed by a bank that will issue the card. If the application is approved, the card needs to be produced and sent to the requestor. Banks often contract another company to produce and issue cards on their behalf. For example, one such company is First Data Merchant Services (FDMS).

15    **[03]**       To issue a card, the bank sends the information to FDMS, typically in electronic form. Using this information a card is embossed and initialized with the appropriate information. The card is then attached to a paper carrier and then placed into an envelope for mailing. Existing equipment for performing such steps are commercially available from Bowe, Augsburg, Germany. Optionally, a second sheet and one or more  
20    inserts may also be added prior to placement into the envelope.

**[04]**       Unfortunately, such equipment can be expensive, typically on the order of about \$1 million. As such, this invention relates to other machines and techniques that may be used to process such media in a more cost efficient manner.

### **BRIEF SUMMARY OF THE INVENTION**

25    **[05]**       The invention provides various equipment and techniques that may be used to facilitate the processing of mail, and in particular to mail comprising multiple sheets that are matched together prior to be inserted into an envelope, some of which may include a charging instrument, such as a credit card. The mail may also include various inserts that  
30    are selectively added to the matched pieces of mail prior to insertion into the envelope.

**[06]**       In one embodiment, a mail processing machine comprises a first holding location that is adapted to hold a stack of first pages. A card is coupled to each of the first

pages, and each first page includes an identifier. The machine also includes a second holding location for holding a stack of second pages, with each second page also having an identifier. A first advancing mechanism is used to separately advance each first page from the stack, and a second advancing mechanism is employed to separately advance each  
5 second page from the stack. A first scanning device reads the identifier on each first page as the first page is advanced by the first advancing mechanism, and a second scanning device reads the identifier on each second page as the second page is advanced by the second advancing mechanism. Further, a controller is employed to control the first and second advancing mechanism to permit the first and second pages to be scanned by the  
10 first and second scanners and to match the first pages with the second pages if the identifier on one of the advanced first pages corresponds with the identifier on one of the advanced second pages.

[07] Hence, with such a configuration, a stack of first sheets to which cards have been attached may be individually matched with sheets of a second stack simply by  
15 advancing one of the sheets from each stack, comparing their identifiers to confirm that they both correspond to each other, and then placing one of the sheets onto the other. In this way, the machine may be constructed as a relatively inexpensive machine while still having the ability to match first and second sheets.

[08] The machine may also include a conveyor so that the first advancing  
20 mechanism may place one of the first pages onto the conveyor and so that the second advancing mechanism may place one of the second pages onto the first page if the identifiers correspond. Further, the machine may include a plurality of inserting locations that are adapted to hold inserts. A plurality of inserting mechanisms may be used to place selective ones of the inserts onto the first and second pages as they pass along the  
25 conveyor. For example, based on the identifiers, certain inserts may be selected to be added. The controller sends a signal to the appropriate inserting mechanism to add these inserts to the stack moving along the conveyor.

[09] The machine may further include a stuffing mechanism that is adapted to place  
30 the first and the second pages along with any inserts into an envelope. A postage station may then be used to place postage onto the envelope.

[10] Conveniently, the first pages and second pages may be pre-folded into three sections defined by two fold lines before being placed into the machine. This may be done in an automated manner by a separate machine. These pages may be vertically stacked so that the advancing mechanisms may advance the bottom page from each stack prior to

reading each identifier. Alternatively, the second pages may be flat sheets that are scanned to read their identifiers. After scanning, equipment may be used to fold the flat sheets and place them on the conveyor with the corresponding first sheets.

[11] The invention also provides a sensing system to sense whether a sheet has been grasped. Such a sensing system may find particular use with a mail processing system, as well as with any application where the proper number of sheets that have been grasped needs to be determined. The sensing system comprises a first arm having a first jaw and a second arm having a second jaw. The second jaw is pivotally coupled to the first jaw to permit a sheet to be grasped between the jaws. A distance sensing system is disposed to sense the distance between the first and second arms, and a processor is used to determine if a single sheet is disposed between the first and second jaws based on the distance measured by the distance sensing system. In this way, once a grasping mechanism has attempted to grasp the sheet, the sensing may be used to sense whether only a single sheet has been grasped.

[12] In one aspect, the sensing system comprises a light source that is configured to direct light onto the second arm, and a light collector on the first arm that is adapted to collect light reflected from the second arm. Further, a calibration mechanism may be used to calibrate the processor once the sheet has been placed between the first and second jaws.

[13] Conveniently, an alarm may be coupled to the processor to indicate if a single sheet has not been grasped. The processor may be configured to trigger the alarm if a certain tolerance range has been exceeded. For example, the tolerance may be one that is greater than about 10% above a calibrated distance.

[14] If incorporated into a mail processing system, the mail processing system may include a conveyor so that the first and second jaws may release the sheet onto the conveyor based on a signal from the processor. Further, inserting locations may hold sheets of inserts that are to be grasped by the first and second jaws. The first arm may be coupled to a rotatable bar to rotate the first and second jaws toward and away from the sheets of inserts so that a single sheet may be grasped during each cycle.

#### BRIEF DESCRIPTION OF THE DRAWINGS

[15] Fig. 1 is a top schematic view of one embodiment of a mail processing machine according to the invention.

[16] Fig. 2 is front perspective view of the mail processing machine of Fig. 1.

[17] Fig. 3 is a rotated view of the mail processing machine of Fig. 2 showing first and second holding locations for holding stacks of first and second sheets.

[18] Fig. 4 is a front view of the first and second holding locations of Fig. 3.

[19] Fig. 5 a front perspective view of an inserting section of the machine of Fig. 1 showing a sensing system.

[20] Fig. 6 is a side view of a grasping mechanism having the sensing system of Fig. 5.

#### DETAILED DESCRIPTION OF THE INVENTION

[21] One aspect of the invention provides a mail processing machine that will find particular use with processing financial documents. Although particularly useful with such documents, it will be appreciated that the invention may be used with essentially any type of mail or other documents where two or more sheets need to be matched together in a systematic manner. In one specific application, the invention may be used to match one sheet that carries a financial card, such as a credit card, debit card, smart card, customer loyalty card or the like, with one or more additional sheets that need to be in the second mailing. For example, the second sheet may have information, such as the cardholder's name, account number, terms and conditions of the credit card, targeted communications, and the like. Because the information on each of the sheets is tied to the card being mailed, the sheets are specific to the card holder and need to be properly matched prior to sending. To facilitate such matching, each sheet may include a unique identifier, such as a bar code label. Each bar code is then read prior to matching the sheets from each group to make sure each sheet is tied to the card being issued.

[22] Techniques for matching such cards may in some cases employ a relatively expensive machine, typically on the order of about one million dollars, that prints the sheets of each group, attaches cards to the first group of sheets, folds the sheets, prints the sheets of each additional group and folds that group, and then matches the sheets of each group. The machine may further add inserts to the matched sheets, place them into an envelope, and prepare them for mailing. One example of such a machine is described in, for example, copending U.S. Application No. \_\_\_\_\_ (attorney docket number 20375-17), filed on the same date as the present application, the complete disclosure of which is herein incorporated by reference.

[23] Machines according to the present invention are configured to take groups of pre-printed sheets that already have cards attached and that are folded, along with groups

of second sheets that are also pre-printed and folded. These groups of sheets are then processed to match the appropriate first sheet with the appropriate second sheet, add any inserts, stuff them into an envelope and prepare them for mailing. Alternatively, the second sheets may comprise flat sheets that are folded with folding equipment just prior to being matched with the associated flat sheet.

[24] In this way, the machine may be manufactured at a fraction of the cost and may serve as a back-up machine in the event that a fully automated machine breaks down or is taken off line. Instead of include expensive components needed to print sheets, match cards with sheets, and perform folding operations, the machine of the invention may take stacks of such sheets that have already been produced and then complete the final processing steps as described above.

[25] Referring now to Fig. 1, one embodiment of such a mail processing machine 10 will be described. Machine 10 comprises a central computer 11 for controlling its operations. Machine 10 also includes a matching section 12 that is configured to match first sheets that each have a card with a corresponding second sheet. Matching section 12 has a first holding location 14 for holding pre-folded first sheets that each have a card and a corresponding bar code. Matching section 12 further includes a second holding location 16 for holding pre-folded second sheets that also have a bar code. As described in greater detail hereinafter, one sheet from each of the holding locations is advanced and its bar code scanned to ensure that the two sheets are to be matched. If so, they are stacked onto a conveyor that extends along machine 10. Alternatively, second holding location 16 may be modified to hold flat sheets and may be placed downstream of first holding location 16. Second holding location 16 may include equipment to scan the bar code on the flat second sheets, fold the second sheets, and then place them on top of the corresponding first sheets that pass along the conveyor. The conveyor may be configured to advance specified lengths so that upon each advancement another second sheet is placed onto the corresponding first sheet that rests on the conveyor. Examples of such fold equipment that may be used include feeder/folding machines available from GBR, Germany and Lorente, Brazil. First holding location 14 may be constructed of a feeder, such as a Longford feeder, available from Longford Int.

[26] The matched sheets then pass through an inserting section 18 having various insert feeders 20 for holding different inserts. Conveniently, inserting section 18 may be covered by clear door covers 22. As the matched sheets pass through inserting section 18, inserts from feeders 20 may be selectively added depending on certain pre-defined

relationships that are stored in computer 11. For example, a profile may exist for the cardholder that is to receive the card. Based on this profile, computer 11 may select appropriate inserts for that card holder. For instance, if the cardholder's profile indicates a preference for playing golf, the insert may be an advertisement for a golf vacation.

5 [27] After the appropriate inserts have been added, the matched sheets (and any inserts) pass along the conveyor to an envelope stuffing section 24 having an envelope feeder 26 and an envelope opener 28. The envelopes are opened by opener 28 and a mechanism is used to move the matched sheets from the conveyor and into the envelope. The envelope is then sealed and is flipped using a flipping mechanism 30 onto another  
10 conveyor 32. The envelopes are then inserted into a postage meter 33 where they are stamped with the appropriate postage. The envelopes are then ready for mailing.

[28] Referring now to Figs. 2-4, matching section 12 will be described in greater detail. Matching section 12 includes a conveyor 34 for receiving sheets from first holding location 14 and second holding location 16. Conveyor 34 is used to move the matched  
15 sheets along through inserting section 18 as previously described.

[29] Disposed above conveyor 34 is a holder 36 for holding a stack of pre-folded first sheets. As previously described, these first sheets may also include a pre-attached card and a bar code identifier. These sheets may each have a Z-fold, although other folding arrangements may be used. The stack of first sheets rests upon a roller (hidden  
20 from view) that advances a bottom most sheet 37 (see Fig. 3) from the stack where it is fed between a pair of rollers 38 and 40. Sheet 37 is advanced over a bar code scanner 42 that reads the bar code and passes this information to computer 11. After being scanned, first sheet 37 falls onto conveyor 34.

[30] Second holding location 16 includes a holder 44 for holding a stack of second  
25 sheets that are to be matched with the first sheets in holder 36. The second sheets are also pre-folded, such as with a Z-fold, and also each include a bar code that may be read to ensure that the correct second page is matched with the first page. As previously described, the second sheets may be flat and then folded just prior to being placed onto the conveyor. As best shown in Fig. 2, an advancing mechanism 45 having a roller is used to  
30 advance the bottom most page of the stack of second sheets over a scanner 46 that reads the bar code on the second sheet. This information is passed to computer 11 that compares the bar code with that of first sheet 37 that has just been placed onto conveyor 34. The second sheet slides along tracks 48 and falls onto the first sheet.

[31] If the two bar codes correspond, the matched sheets continue along conveyor 34 to inserting section 18. If not, an alarm is produced and any further processing is stopped. The alarm may be audible, visual or a combination of both. For example, as shown in Fig. 3, a light 49 may be lit if the sheets do not correspond.

5 [32] Once the initial first and second sheets have been matched, the process is repeated so that a continuous stream of matched first and second sheets are placed onto conveyor 34 and then advanced to inserting section 18 where appropriate inserts are added as previously described.

10 [33] Hence, matching section 12 permits pre-printed and pre-folded sheets to be matched and then prepared for receiving additional inserts in a rapid and cost effective manner. As such, machine 10 may be used as a back-up machine for a fully automated machine. Further, it will be appreciated that machine 10 may be operated without the use of second sheets. In this way, machine 10 functions as an intelligent inserter to place inserts with appropriate first sheets that contain the card.

15 [34] Referring now to Figs. 5 and 6, inserting section 18 will be described in greater detail. As previously described, conveyor 34 passes through inserting section 18 to permit various inserts to be selectively placed onto the matched sheets passing along conveyor 34. The inserts are stacked within insert feeders 20 (see Fig. 1). A bottom one of each insert is advanced toward conveyor 34 so that it may be grasped by grasping mechanisms 50 when an appropriate signal is given by computer 11 (see Fig. 1). Each grasping mechanism 50 is coupled to a bar 52 that rotates clockwise and counter clockwise in an alternating manner to move grasping mechanisms 50 toward and away from the advanced insert. Conveniently, the advanced insert may rest on a track 54 having a slot 56 to permit grasping mechanism 50 to grasp the insert if needed. If an insert is grasped, it  
20 may be released on the back swing to drop the insert onto the matched sheets on conveyor 34. Conveniently, top rails 58 may be moved on top of the matched pages and any inserts to hold the stacks in place as they are moved along conveyor 34.

25 [35] Each grasping mechanism 50 comprises a first arm 60 that is coupled to bar 52 and a first jaw 62 extending from first arm 60. A second arm 64 is pivotally coupled to first arm 60 at a pivot point 66, and a second jaw 68 is coupled to second arm 64. A moving arm 70 is also coupled to second jaw 68 and serves to pivot second jaw 68 about pivot point 66 to move second jaw 68 toward and away from first jaw 62. Moving arm 70 is also coupled to a second bar 72 that is rotated to move moving arm 70 back and forth. In this way, the two jaws may be moved relative to each other simply by rotating bar 72.



A spring 74 may be used to bias jaws 62 and 68 together. Computer 11 may be configured to send an appropriate signal to move bar 72.

[36] In operation, bar 50 is continuously rotated in an alternating direction to move jaws 62 and 68 toward and away from slots 56, with jaws 62 and 68 being separated from each other. If computer 11 indicates that an insert is to added to the sheets on conveyor 34, bar 72 is rotated to cause jaws 62 and 68 to close once they have passed over an insert. As grasping mechanism 50 swings back, the grasped insert passes over conveyor 34 and bar 72 is rotated in an opposite direction to release the insert which falls onto the matched sheets on conveyor 34.

[37] In order to ensure that only a single sheet has been grasped, grasping mechanism 50 may include a distance sensing system 76 that is best illustrated in Fig. 6. Sensing system 76 comprises a light source 78 and a light collector 80 on first arm 60. Light source 78 shines light onto second arm 64 and light collector 80 collects the reflect light. Exemplary light sources and light collectors are Keyence detectors, commercially available from CED Automation and Electrical Controls. Computer 11 is able to measure the time required for the light to reflect back. Based on this time, the distance between collector 80 and second arm 64 may be determined. Because second arm 64 moves relative to first arm 60, the distance between jaws 62 and 68 may be determined after calibration of sensing system 76. One way to calibrate system 76 is to place a single sheet between jaws 62 and 68 and to permit jaws 62 and 68 to compress the sheet using essentially the same force used in normal operation. This distance may conveniently be displayed on a display screen 82 (see Fig. 5). A calibration button 84 may then be pressed to calibrate the system. Computer 11 may be programmed to indicate that a single sheet has not been grasped (either no sheet or more than one sheet) if the calibrate distance exceeds a certain threshold. For example, the error may be indicated if the measured distance is 10% greater or smaller than the calibrated distance. If so, machine 10 may be stopped to permit the insert to be manually added.

[38] The invention has now been described in detail for purposes of clarity and understanding. However, it will be appreciated that certain changes and modifications may be practiced within the scope of the appended claims.